

DIRECTORATE OF HUMAN RESOURCES/ TENANT OFFICES HOURS OF OPERATION

06/29/2009

Due to the necessity for unit training and for accommodating Soldier deployments and returns as well as other recurring special circumstances, the hours of operation of various sections of the Directorate of Human Resources and tenant offices may vary from the norm. In order to be as responsive as possible to the needs of our Soldiers, families and civilians, the following list provides the office name, building location, normal hours of operation and exceptions to normal hours for all DHR offices and tenants, as well as a contact number for further information.

We **strongly encourage** all those who use DHR services to call ahead to ensure services will be available.

BUILDING 750, SOLDIERS SUPPORT CENTER, AYERS AVE. SCHOFIELD BARRACKS

Headquarters, DHR, Room 213

Hours: M – F, 7:30 a.m.-4 p.m.

Contact: 655-4662

Administrative Services Division, DHR, Room 207

Hours: M – F, 7:30 a.m.-4 p.m.

Contact: 655-0107/4211

Army Career and Alumni Program (ACAP), Room 134

Hours: M, T, W and F, 8 a.m.-4 p.m.: Open on Training Holidays and closed on all federal holidays.

Exceptions: Thursdays, 10 a.m.-4 p.m.

Contact: 655-1028

Casualty and Mortuary Affairs, Trailer No. 2, Duncan Street, Schofield Barracks

Hours: M – F, 8 a.m.-4:30 p.m.

Note: The Casualty and Mortuary Affairs personnel are on call 24/7 for reports of death in theater and local and theater injuries. On call staff can be reached by calling the Installation Operations Center at 656-3272.

Contact: 624-2956

Congressional Correspondence, Room 214

Hours: M – F, 7:30 a.m.-4 p.m.

Contact: 655-1043

DA Boards/Sr. Enlisted & Officer. Promotions, Room 203

Hours: M – F, 7:30 a.m.-4 p.m.

Contact: 655-4510/4511

Family Travel, Room 114

Hours: M, T, W, F 7:30 a.m.-4 p.m.

Exceptions: Closed every Thursday from 12-4 p.m. for training

Contact: 655-9272

ID Cards/DEERS Office, Room 103, Building 750, Schofield Barracks

Hours: M, T, F, 7:30 a.m.-3:30 p.m.

Exceptions: Wednesdays, 7:30 a.m.-3:30 p.m. The Garrison Replacement Detachment Soldiers will have priority all day. All other will be on standby and may not be able to be accommodated at all. Thursdays 7:30-11:30 a.m., normal operations; closed for training 12-4 p.m.

Contact: 655-4104

Fort Shafter Composite Team, ID Cards/DEERS Office, Building 1507, 163 Stream Road, Fort Shafter Flats

Hours: M, T, W, F 7:30 a.m.-3:30 p.m.

Exceptions: Thursday: 7:30-11:30 a.m., normal operations; closed for training from 12-4 p.m.

Contact: 438-1757/722-7630

In/Out Processing, Room 103

Hours: M, T, F, 7:30 a.m.-3:30 p.m.

Exceptions: Wednesdays, 7:30 a.m.-3:30 p.m.: The Garrison Replacement Detachment Soldiers will have priority all day. All other will be on standby and may not be able to be accommodated at all. Thursdays, 7:30-11:30 a.m., normal operations; closed for training from 12-4 p.m.

Contact: 655-1272

Personnel Automation, Room 201/202

Hours: M – F, 7:30 a.m.-4 p.m.

Contact: 655-6752

Personnel Services Branch, Room 205

Hours: M, T, W, F, 7:30 a.m.-4 p.m.

Exceptions: Thursday, 0730 – 1130, normal operations; 12-4 p.m. closed for training.

Contact: 655-1374

Reassignments, Rm. 109

Hours: M, T, W, F 7:30 a.m.-12:30 p.m.; 1-4 p.m.

Exceptions: Thursday, 7:30-11:30 a.m., normal operations; 12-4 p.m., closed for training.

Contact: 655-1974

Retirement Services Office, Rm. 122

Hours: M – F, 7:30 a.m.-4 p.m.

Contact: 655-1585

Transition Center, Rm. 200

Hours: M – F, 7:30 a.m.-4 p.m.

Contact: 655-0175

TENANT OFFICES, BLDG. 750, SCHOFIELD BARRACKS

125th Financial Mgmt. Co., Building 750, Room 119 (Note: not part of DHR)

Hours: M, T, W, F: 7:30-11:30 a.m.; 1-4 p.m. Thursdays 0730 – 1130; lunch 1300 – 1400. Office is normally minimally staffed on Training Days.

Contact: 655-0093

Garrison Replacement Program, Room 102 (Note: this office is part of USAG-Oahu)

Hours: M: 11 a.m.-5 p.m.; W: 8 a.m.-5 p.m.; T and Th: 8 a.m.-4 p.m.; F: 8 a.m.-3 p.m.

Exceptions: Closed afternoons (1-4 p.m.) first Thursday of the month for training.

Contact: 655-4634

Vehicle Registration Office, Room 116 (Note: This office is part of the Directorate of Emergency Services)

Hours: M – F, 7:30 a.m.-3:30 p.m. (Last customer taken at 3:20 p.m.)

Contact: 655-8940

CONROY BOWL, BUILDING 555, SCHOFIELD BARRACKS

(NOTE: This office temporarily moved to Building 1052, Multiple Deployment Facility, Denny Rd., WAAF, until around Aug. 15, 2009)

Soldier Readiness Processing and Mobilization

Hours: M – F, 7:30 a.m.-4 p.m.

Contact: 655-3519/Government Cell: (808) 220-2819

BUILDING 560, SCHOFIELD BARRACKS (YANO HALL)

Army Continuing Education Division (ACES)

Hours: M – F, 8 a.m.-5 p.m.

Contact: 655-0800

BUILDING 2091 (ACS BUILDING) SCHOFIELD BARRACKS

Army Substance Abuse Program (ASAP)

Hours: M – F, 7:30 a.m.-12 p.m., 1-4 p.m.

Contact: 655-4470

BUILDING 566 (KAALA RECREATION CENTER)

Adolescent Substance Abuse Counseling Service

Hours: M – F, 8 a.m.-5 p.m.

Contact: 655-9944

MAIN POST OFFICE, BUILDING 258, SCHOFIELD BARRACKS

Postal Branch

Hours: M – F, 6:30 a.m.-3 p.m. (Closed for Monday lunch: 11:30 a.m.-12:30 p.m.; T-F lunch: 11 a.m.-12 p.m.)

Contact: 655-5033

BUILDING 2038 (TV2), SCHOFIELD BARRACKS

Official Mail and Distribution Center

Hours: M – F, 10 a.m.-2:15 p.m. for mail pick-up

Contact: 655-6374

BUILDING T-116, FORT SHAFTER

Official Mail and Distribution Center

Hours: 6:30 a.m.-2:45 p.m. for mail pick-up

Contact: 438-6253

BUILDING 6042, EAST RANGE, SCHOFIELD BARRACKS

Records Holding Area/Forms and Publications Warehouse

Hours: M – F, 6:30 a.m.-3 p.m.; (Special Walk-In requisitions are handled on Tuesdays and Thursdays from 9-11 a.m.) Lunch 11:30 a.m.-12:30 p.m.
Contact: 656-0334/655-0107/4211

BUILDING 750, SCHOFIELD BARRACKS AND BUILDING 1507, STREAM ROAD, FORT SHAFTER FLATS

Fort Shafter Composite Team

Hours: M – F, 7:30 a.m.-3:30 p.m.

Exceptions: Thursdays, 7:30-11:30 a.m., normal operations; closed for training 12-4 p.m.

Contact: 655-4274/438-8918

BUILDING 102, TRIPLER ARMY MEDICAL CENTER

Tripler/Shafter Education Complex

Hours: M – F, 8 a.m.-5 p.m.

Contact: 433-4184